

5 OCT 1976

MEMORANDUM FOR THE RECORD

STATINTL

FROM : [REDACTED]  
Secretary

SUBJECT: Minutes of the 23 September 1976 OTR Staff Meeting

1. The 23 September 1976 OTR Staff Meeting convened at 1400 hours and adjourned at 1535 hours.

2. Chief, FTD, opened the discussion on smoking in classrooms. He noted that there is an inconsistent policy in parts of OTR and pointed out that nonsmokers are essentially a captive audience who cannot leave when a class is in session. He proposed an OTR policy banning all smoking in classrooms. The members discussed various approaches to the problem. It was decided that the subject would be raised at the beginning of each course running and the class decision would be made at that time.

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3. The DTR introduced the draft OTR Instruction on visitors to the [REDACTED] and movement off the Center grounds by nonresident staff personnel and students. He stated that the DDA had instructed him to formulate an OTR policy on these subjects. He noted that he had previously discussed the question of foreign visitors to the [REDACTED] with the Chief, CCS, and had requested a written statement of CCS's position on the subject but had not received one. He stated that the Chief, [REDACTED] needs a Headquarters policy as guidance on these subjects to avoid an appearance of arbitrariness in making decisions on specific requests.

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4. The Chief, [REDACTED] explained the current procedures governing visits by U.S. citizens and noted that a variety of people are involved. The members engaged in a lengthy discussion of the current and proposed procedures. On the

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subject of foreign visitors, it was noted that the policy would apply to all such visitors, and prior approval from Headquarters would be required. Chief, [REDACTED] pointed out that foreign visitors could include relatives, friends, former agents, and the like. The members discussed the ramifications of visits by foreigners, with particular emphasis on the possible effect on individual cover.

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5. The members discussed at some length the proposed policy on movement off the Center grounds by nonresident staff personnel and students. It was generally agreed that more freedom of movement would be a good step, but that this movement should still be held to a minimum. As a result of these discussions, the SO/TR was instructed to redraft the proposed Instruction, in consultation with Chief, [REDACTED]

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6. The EO/TR briefly discussed the forthcoming IG survey. He noted that the three-man team had been briefed by the DTR earlier in the week. The survey will be concerned primarily with OTR's compliance with Executive Order 11905 and the implementation guidance in [REDACTED]. The inspectors will contact the Unit Chiefs directly to arrange meetings.

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7. [REDACTED] discussed the OTR personnel report. He noted that as of 23 September on-duty strength was [REDACTED] and on 30 September would probably be [REDACTED]

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8. The members briefly covered pending actions. [REDACTED] was tasked with convening a meeting on plans for the October OTR Conference.

9. The DTR reported items from the DDA morning meeting. The members then reported items of interest from that day's activities.

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OTR Staff Meeting  
Thursday, 23 September 1976, 1400 Hours

AGENDA

1. OTR Policy on Smoking in Classrooms [REDACTED]

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2. Guest Policy at [REDACTED]

Mr. Fitzwater

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3. IG Survey

4. OTR Personnel Report

5. OTR Pending Actions

Mr. Fitzwater

6. The Day's Events